

**10 April 1998**

**Security**



**PROCEDURES FOR USING THE AFMC FORM 625,  
MINOR ACCIDENT WORKSHEET**

---

**NOTICE:** This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ AFMC/SFOL (SMSgt Carl A. Eskew) Certified by: HQ AFMC/SFO (LtCol George Barr)  
Pages: 4  
Distribution: F

---

This instruction further implements policies contained in AFD 31-2, Law Enforcement. This instruction provides guidance for using the Minor Accident Worksheet. This instruction applies to all AFMC installations. This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

**1. GENERAL:** Security Forces are often called to respond to minor accidents and facilitate the exchange of information between the parties involved. The purpose of this form is to help document and provide a summary of accident information for parties involved.

**2. RESPONSIBILITIES:** The Security Force Operations Flight (SFO) is responsible for responding to minor accidents, when dispatched, and accurately completing the AFMC Form 625, **Minor Accident Worksheet**. The Security Force Administration Flight (SFA) can use the form to track information to be used in identifying potential "high accident areas". SFA will discard the worksheet after the review.

**3. PROCEDURES:**

3.1. Once on-scene, the patrolman will determine if the AFMC Form 625 or the AF Form 1315, **Accident Report** should be used.

3.2. If the accident form is determined to be minor, complete the AFMC Form 625 by filling in every block except "accident #:"

3.2.1. Complete the road condition, cause, and weather conditions block by entering one of the codes in attachment 1 of this instruction.

3.2.2. Complete the cause block based on visual assessment of the scene. This information is for statistical purposes only and is not to be released to the parties involved.

3.3. In the "Accident Damage" section, complete an impartial narrative based on the information provided by both drivers. Include both views in the narrative. Ask drivers to sign under their statement.

- 3.4. Provide each driver with a copy of the accident sheet. The bottom right hand corner of each copy will identify the recipient.
  - 3.5. If more space is needed to document the accident, use a plain piece of bond paper. Ensure each party involved receives a copy.
4. Prescribe AFMC Form 625, Minor Accident Worksheet.

COURTNEY H. MANK, Colonel, USAF  
Director, Security Forces

**Attachment 1**  
**ACCIDENT INFORMATION WORKSHEET CODES**

**ROAD CONDITION**

CODE	DESCRIPTION
DI	DIRT ROAD
DR	DRY
IC	ICE
OT	OTHER
SN	SNOW
UN	UNKNOWN
WE	WET

**WEATHER CONDITION**

CODE	DESCRIPTION
CL	CLEAR-DAY LIGHT
CN	CLEAR-NIGHT
FD/FN	FOG-DAY/NIGHT
OT	OTHER
RD	RAIN-DAY-LIGHT
RN	RAIN-NIGHT
SD	SNOW-DAY-LIGHT
SN	SNOW-NIGHT
UN-	UNKNOWN

**ACCIDENT CAUSE**

CODE	DESCRIPTION
BD	BRAKE DEFECTIVE
CL	VEHICLE CROSSED MARKED ROADWAY
DS	DISOBEYED TRAFFIC SIGN
DT	DISOBEYED TRAFFIC SIGNAL
DV	DEFECTIVE PART ON VEHICLE
FC	FOLLOWING TOO CLOSE
FS	FAILED TO USE TURN SIGNAL
FY	FAILED TO YIELD
IB	IMPROPER BACKING
IO	IMPROPER OVERTAKING
IT	IMPROPER TURN
RC	DRIVING TOO FAST FOR ROAD CONDITION (S)
SC	SPEED CONTEST
SP	SPEEDING
SS	DRIVING TOO SLOW
TD	TIRE DEFECTIVE
UN	UNKNOWN
VO	VISION OR VIEW OBSTRUCTED
WO	WINDSHIELD NOT CLEAR OR CLEAN
WW	WRONG WAY ON ONE WAY